

VICE PRESIDENT OF OFFICE OF INSTITUTIONAL ADVANCEMENT & MARKETING AND COMMUNICATIONS

Position Summary:

The Vice President for Institutional Advancement and Marketing and Communication has primary responsibility for leading, planning, and administering the overall institutional advancement and private fundraising programs, including planned and deferred giving; annual giving; corporate and foundation relations; and alumni relations. The Vice President also oversees the Institution's Communications and Marketing functions. The Vice President reports to the President and is a member of the Executive Council.

Education/Experience:

The successful candidate must have a bachelor's degree from an regionally accredited college or university, an advanced degree is preferred; and relevant professional experience including a minimum of ten (10) years of verifiably successful experience in one or more of the professional disciplines of fundraising, government affairs, communications or marketing, preferably in a higher education institution or academic health center.

Position Description:

- Responsible for providing significant and focused support to the President and Board of Trustees relative to private philanthropy and College private sector external affairs. Additionally supports the President's solicitation of priority prospects.
- Maintains a personal high priority donor prospect portfolio for annual, capital and planned gift cultivation, solicitation and stewardship as appropriate.
- Responsible for planning, developing, implementing and evaluating all private fundraising initiatives and activities.
- Responsible for supporting the Development Committee of the board of trustees.
- Responsible for developing programs, projects and appropriate fundraising strategies and tactics, including donor identification, cultivation, solicitation and stewardship, to meet the fundraising priorities and objectives of Morehouse School of Medicine.
- Responsible for fundraising leadership and counsel to the Executive Council including dean and vice presidents; and well as other leaders including department chairs; program, center, and institute directors as appropriate.
- Responsible for the Board of Advisors membership recommendation and meetings.
- Responsible for providing oversight of alumni relations in collaboration with the Morehouse School of Medicine National Alumni Association (MNAA) through Alumni Relations and/or designated advancement staff.
- Responsible for supervising and evaluating the performance of assigned staff; recommending staff selection, retention, leave and/or promotion.
- Responsible for developing and managing the division's budget.
- Responsible for other duties as delegated or assigned by the President.

Knowledge, Skills and Abilities:

- Knowledge of the Institution's mission, vision, principles, procedures, and regulations.
- Thorough understanding of and ability to demonstrate leadership in helping to shape, as appropriate, institutional policies, goals, and objectives.
- Ability to competently perform professional level administrative and financial duties in compliance with established guidelines.
- Effective oral and written communication ability coupled with interpersonal skills including the ability to interact effectively with internal and external constituents.
- Strong organization and time management skills.
- Proficiency in PC based software applications including donor data base systems.
- Ability and willingness to travel extensively.